

22 July 1969

GUIDELINES TO AID OCI PERSONNEL TRAVELING

1. The traveler must have in his possession a valid birth certificate, or a previously issued passport.
2. The traveler should begin his immunization (in room 1D34) after his first briefing session with the OCI Admin Branch.
3. If the traveler, his branch, or his division chief has a contact in the DDP who will be able to "grease the skids," every effort should be made to coordinate all phases of the trip with the DDP prior to submitting the formal memo. If the above is complied with, procedural delays can be avoided.
4. All travelers must undergo a complete physical exam prior to departure. OCI Admin will submit a request to Medical Services and the traveler will be contacted by the Medics to schedule an appointment.
5. Requirements on field personnel will not be levied by the traveler. The traveler should not expect the station to provide any other services over and above the normal briefings.
6. When overseas, do not use the pouch facilities to send personal items into the United States.
7. Each traveler is required to attend a briefing given by the OCI Admin Branch prior to his final checkout with Central Processing.
8. The traveler must furnish OCI Admin with a final itinerary just prior to departure, listing the following items:
 - a. Departure and arrival dates
 - b. Flight numbers
 - c. Hotel accommodations (if known)

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9. If a traveler is forced to delay or advance his departure from a field station, the next installation to be visited and Headquarters must be notified. If a timely message is not received by the gaining station, it may not be able to adjust its schedule to accommodate the traveler or may assume the traveler is lost or injured and begin making inquiries to other stations in the area and/or Headquarters.

10. If the traveler becomes ill and is in need of medical attention, it is strongly suggested that arrangements be made through the Embassy or Chief of Station to visit an approved physician.

11. If travel is to an area which does not have proper medical facilities, Admin will arrange to procure a medical kit which includes selected medications that can be self-administered.

12. Also, request DD/I Admin to provide you with information on any DD/I contacts that are stationed at posts on your itinerary.

13. Central Processing Branch will arrange for an advance of funds for you.

14. You are reminded to keep a record of all official expenditures. Such expenditures include taxi fares, official telephone calls, tours, etc. Also, keep a record of departure and arrival times for each move on your trip.

15. It is suggested that you carry travelers checks instead of a large amount of cash. Fees charged for travelers checks are reimbursable.

16. If you want your pay checks to be sent to your bank during your absence, fill out form 2595 and return it to Admin no later than the first Tuesday of the pay period in which the check is to be received. Check with your bank to see if it needs a Power of Attorney. The form for the Power of Attorney can be obtained from Admin.

17. It is suggested that you review your insurance coverage. Travel insurance may be obtained in room 1J27 if desired.

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18. If you have monthly dealings with the Credit Union, it is suggested that you arrange to have someone handle transactions for you during your absence.

19. Provide your family with contact names and phone numbers for emergency contact with the office during your absence. If possible, provide them with the name and phone number of someone they know. If this is not possible, ask Admin to give you the name and number of one of their officers.

20. If you do not already have one, it is suggested that you have a will prepared prior to departure. The Legal Staff, extension 6121 and 6136, can give you names of some lawyers in the area who will help prepare a will.

21. It is suggested that, if possible, you deal with American Express or other reputable firms when exchanging your currency in the various countries to which you are traveling. All exchange fees are reimbursable. A record should be kept of the various exchange rates.

22. You should familiarize yourself with the Agency Travel Regulations (HR 22 series). It is the employee's responsibility to be familiar with his travel entitlements. If you have any questions regarding your entitlements, direct them to the Admin Branch before your departure.

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